



CODE OF CONDUCT FOR CITY OF BOSTON EMPLOYEES

SUMMARY

The City of Boston is dedicated to promoting a workplace and community that reflects our values of respect, professionalism, compliance with rules and regulations, a commitment to public service, proactive and clear communication, and respect for diversity and equity.

We strive to create a welcoming, accessible, and responsive environment for all residents, visitors, and employees.

To support this, our Code of Conduct upholds a standard of professional behavior and we expect everyone to contribute positively to our work environment.

The City provides a clear set of expectations and guidelines for the behavior of our employees as we continuously strive towards sustaining positive work environments for our employees and enjoyable interaction experiences for our residents. These policies and others are reviewed and acknowledged annually by all employees.

ELIGIBLE POSITIONS

This policy applies to individuals who are employed by the City of Boston with the exception of sworn and uniformed employees in the Police and Fire Departments.

The referenced and attached policies are subject to collective bargaining and therefore apply to the individual bargaining units with which they have been bargained.

POLICY OVERVIEW

This Code of Conduct outlines the standards of behavior expected from all municipal employees in the City of Boston. It aims to promote integrity, professionalism, and respect in the workplace and within the community.

- **Professionalism:** All employees of the City of Boston must conduct themselves in a professional manner that is appropriate for the workplace, adhering to all city policy and regulations.
 - **Compliance:** Employees must comply with all applicable federal, state, and local regulations and all City of Boston policies. Employees should
-



avoid situations that could create conflicts between personal interests and interests of the City.

- **Public Service:** Employees are expected to serve all constituents and represent themselves in a fair and equitable manner in order to promote the City's mission and uphold public trust.
- **Communication:** Employees must engage with residents, colleagues, and stakeholders respectfully, providing clear, accurate and timely information.
- **Respect for Diversity and Equity:** Employees must recognize and promote the value of life experiences, cultures, languages, races, viewpoints and identities including but not limited to age, employment status, income, disability, educational background, gender, race, color, national origin, religion, sexual orientation, gender expression and/or identity or veteran's status.

Violations of this Code of Conduct may result in disciplinary action.

WHOM TO CONTACT

If you have questions about this policy, please contact the Office of Human Resources by submitting a ticket using the Beacon tile in Access Boston at access.boston.gov, calling 617-635-3370, or emailing beacon@boston.gov.

ACCESS APPLICABLE CBAs

City of Boston employees who are represented by a Union are advised to consult the City's latest bargaining agreements for information regarding applicable policy coverage, which can be found [here](#).

RELATED DOCUMENTS

Related policies that employees must sign off annually that govern behavior in the workplace include but are not limited to:

[Policy Prohibiting Discrimination, Harassment, Sexual Harassment, and Retaliation](#)

[Zero Tolerance for Violence Policy](#)



[Drug and Alcohol Policy](#)

[Conflict of Interest](#)

[Attendance Policy](#)

**DOCUMENT
VERSION
CONTROL**

Version Number	Description of Changes Made	Approver/s	Approval Date	Effective Date
1		Alex Lawrence, Chief People Officer		
